**RFB ETA0022**

 **Wisconsin Deferred Compensation Program (WDC)**

**Administrative Services Compliance Audits**

**Questions and Answers Set One**

**Posted April 20, 2011**

**Q1. Has this type of agreed upon procedures compliance audit been performed in the past? If so, what firm provided that service in the past?**

A1. Yes. The Board overseeing the Wisconsin Deferred Compensation Program (WDC) routinely issues either a Request for Bid or Request for Proposals from certified public accounting firms for WDC compliance audits. These services have been provided by various firms in the past, including Wipfli and Clifton Gunderson.

**Q2. Is a copy of the most previously issued report available for review to help us in developing our response?**

Q2. Please see the 2009 audit report, which is posted on the Deferred Compensation Board’s page at: <http://etf.wi.gov/boards/agenda_items_2010/dc20100518_items/Item7.pdf>

**Q3. What have the fee quotes been and the actual fees charged for the last three reports issued in connection with the agreed upon procedures compliance audits?**

Q3: The most recent contract compliance audit contracts were for the years 2007 and 2009. They were awarded based on the results of a Request for Proposal process completed in 2007. The fees agreed upon by the successful vendor and the Department were $28,400 for 2007 and $30,200 for 2009.

**Q4. What have been the findings of noncompliance in the most recent report issued in connection with the agreed upon procedures compliance audit?**

A4. Please see the 2009 audit report, which is posted on the Deferred Compensation Board’s page at: <http://etf.wi.gov/boards/agenda_items_2010/dc20100518_items/Item7.pdf>

**Q5. Please identify the Third Party Administrator (TPA).**

A5. The TPA is Great-West Retirement Services.

**Q6. How many participants are there in the WDC Program?**

A6. As of December 31, 2010, there were nearly 51,000 WDC participants.

**Q7. What software is used by the TPA for its WDC responsibilities?**

A7. The TPA uses a wide variety of software programs in conjunction with its WDC responsibilities, including a proprietary database called ISIS. ISIS was written using Oracle’s relational database management system. The TPA utilizes Delta Data Software - FundLinx as its trading platform. This system is fully integrated with the ISIS recordkeeping system.

**Q8.** **Please provide a list of items, schedule of requirements, scope of work, terms of reference, and bill of materials required.**

A8.All RFB information is available at <http://etfextranet.it.state.wi.us/etf/internet/RFP/Deferred%20Comp/menu.htm>

**Q9. Please provide the names of countries that will be eligible to participate in this tender.**

A9. Vendors in countries outside the United States may be eligible to respond to this RFB. 2009 WI Act 136 requires that services be performed in the United States. Wisconsin PRO-C-26 states that the procurement is subject to the World Trade Organization agreement.